

DOING BUSINESS IN ARLINGTON HOTSHEET

SAVE YOURSELF HEADACHES, DELAYS, FINES—FRUSTRATION—READ THIS HOT SHEET!

LEARN WHO TO CONTACT FOR ANSWERS TO YOUR QUESTIONS ON LOCAL PERMITS AND REGULATIONS

BEFORE SIGNING LEGAL DOCUMENTS YOU NEED TO CONSULT:	BECAUSE WHAT YOU ARE PROPOSING MAY INVOLVE:	IF WHAT YOU ARE PROPOSING INVOLVES:				
		OPENING A NEW BUSINESS	EXPANDING AN EXISTING BUSINESS	MOVING TO A NEW LOCATION	CHANGING ONLY OWNERS	CHANGING ONLY TYPE OF BUSINESS
Chamber of Commerce Michèle M. Meagher 781.643.4600	<i>Where connections are made and business happens!</i>	YES	YES	YES	YES	YES
Town Clerk, C. Rainville 781.316.3070	Business registration	YES	YES	YES	YES	YES
Inspectional Services Michael Byrne 781.316.3390 inspectionalservices@ town.arlington.ma.us <i>CRITICAL: Confirm with the Bldg. Insp. that your use is allowed by zoning</i>	Building changes	YES	YES	YES	NO	NO
	Demolition	YES	YES	YES	NO	NO
	Electric work	YES	YES	YES	NO	NO
	Flooring	YES	YES	YES	NO	NO
	Handicap access	YES	YES	YES	NO	YES
	Plumbing work	YES	YES	YES	NO	NO
	Parking (zoning)	YES	YES	YES	NO	YES
	Signs (zoning; obtain app. then go to Png.)	YES	YES	YES	NO	YES
Png. Dept./Redev. Bd. Kevin O'Brien 781.316.3094	Envir. review	YES	YES	YES	NO	YES
	(zoning)	YES	YES	YES	NO	YES
	Parking (zoning)	YES	YES	YES	YES	YES
	Signs (zoning)					
Board of Health Christine Connolly 781.316.3170	Body art	YES	YES	YES	YES	YES
	Car refinishing	YES	YES	YES	YES	YES
	Dumpsters	YES	YES	YES	YES	YES
	Food	YES	YES	YES	NO	YES
	Massage	YES	YES	YES	YES	YES
	Pools	YES	YES	YES	YES	YES
	Sale of tobacco prod.	YES	YES	NO	YES	YES
	Tanning	YES	YES	YES	YES	YES
Board of Selectmen Marie Krepelka 781.316.3022 <i>NOTE: "Food" includes food vendors, pizza parlors, restaurants, sub shops, etc.</i>	Alcohol, liquor	YES	YES	YES	YES	YES
	Amusement	YES	YES	YES	YES	YES
	Auto	YES	YES	YES	YES	YES
	dealers/services	YES	YES	YES	YES	YES
	Awnings	YES	YES	YES	YES	YES
	Auctioneers	YES	YES	YES	NO	NO
	Dumpsters	YES	YES	YES	YES	YES
	Entertainment	YES	YES	YES	YES	YES
	Food	YES	YES	YES	YES	YES
	Hackney/public cars	YES	YES	YES	YES	YES
	Inns, lodgings	YES	YES	YES	YES	YES
	2nd-hand dealers					
Conservation Comm. Corinna Beck with 781.316.3012	Floodplains	YES	YES	YES	NO	NO
	Rivers	YES	YES	YES	NO	NO
	Wetlands	YES	YES	YES	NO	NO
Fire Department Chip Ryan, Fire Prev. 781.316.3803	Fire/smoke detectors	YES	YES	YES	NO	YES
	Hazardous materials	YES	YES	YES	YES	YES
Historical Commission JoAnn Robinson 781.316.3275	Exterior changes to designated historic building	YES	YES	YES	NO	NO
Historic Districts Comm. Carol Greeley 781.316.3265	Exterior changes to buildings in defined historic districts	YES	YES	YES	NO	NO
Public Works Dept. Town Engineer 781.316.3320 781.316.3104 (Trash)	Curb cut/road access	YES	YES	YES	NO	NO
	Sewer hook-up	YES	YES	YES	YES	YES
	Water hook-up	YES	YES	YES	YES	YES
	Trash collection	YES	YES	YES	YES	YES
Zoning Bd. of Appeals Chris Carabello 781.316.3396	Zoning (special permits, variances)	YES	YES	YES	YES	YES

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Listed contacts are not necessarily department heads, but contacts will direct callers to appropriate staff.

This guide outlines where to go for answers about major *municipal* requirements that must be considered when doing business in Arlington. There may also be state and federal requirements to be considered. The ultimate responsibility for complying with government requirements lies with you as the business owner, making it imperative that you seek appropriate advice **BEFORE** you take action.

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